

STEPHANIE TUBBS JONES, OHIO
CHAIRWOMAN
GENE GREEN, TEXAS
LUCILLE ROYBAL-ALLARD, CALIFORNIA
MICHAEL F. DOYLE, PENNSYLVANIA
WILLIAM D. DELAHUNT, MASSACHUSETTS
WILLIAM V. O'REILLY,
CHIEF COUNSEL/STAFF DIRECTOR
DAWN KELLY MOBLEY,
COUNSEL TO THE CHAIRWOMAN

ONE HUNDRED TENTH CONGRESS
U.S. House of Representatives
COMMITTEE ON STANDARDS OF
OFFICIAL CONDUCT
Washington, DC 20515-6328

DOC HASTINGS, WASHINGTON
RANKING REPUBLICAN MEMBER

JO BONNER, ALABAMA
J. GRESHAM BARRETT, SOUTH CAROLINA
JOHN KLINE, MINNESOTA
MICHAEL T. MCCAUL, TEXAS

TODD UNGERECHT
COUNSEL TO THE RANKING
REPUBLICAN MEMBER

SUITE HT-2, THE CAPITOL
(202) 225-7103

March 6, 2008

MEMORANDUM FOR ALL MEMBERS, OFFICERS AND EMPLOYEES

FROM: Committee on Standards of Official Conduct
Stephanie Tubbs Jones, Chairwoman
Doc Hastings, Ranking Republican Member

SUBJECT: Upcoming Ethics Training Sessions

The Committee on Standards of Official Conduct will hold the following ethics training sessions in March and April 2008:¹

Training for new employees (including new senior staff).

- March 28, 2008 at 3:30 – 4:30, room HC-5, The Capitol: *Training for New Senior Staff*. This training is intended for new “senior staff,” (i.e., new hires paid at the senior staff rate,² or existing staff paid above the senior staff rate for the first time), and will cover topics such as the outside earned income limit and other outside employment restrictions that apply to Members and senior staff.
- April 4 and 25, 2008 at 3:30 – 4:30, room HC-5, The Capitol: *New Employee Training*. This training is intended for new House employees only, and provides a general overview of the ethics laws and rules applicable to all House employees.

Training for all other employees. The following training sessions will satisfy the one-hour training obligation for all other employees.

- March 18, 2008 at 11:00 – 12:00, room 1100 LHOB (Ways and Means Committee room): *Gifts and Travel*. This training will provide detailed guidance regarding the House rules applicable to the acceptance of gifts and travel.
- April 14, 21, and 28, 2008 at 10:30-11:30, room 345 CHOB (Cannon Caucus room): *Financial Disclosure Statement clinic*. This training will provide

¹ For detailed information regarding the annual ethics training requirements for House employees, see the Committee’s advisory opinion, “Annual Ethics Training Requirement for 2008,” February 13, 2008, available on the Committee’s website.

² The “senior staff rate” for 2008 is \$114,468.

instruction on properly completing the annual Financial Disclosure Statement that is required to be filed by House Members and senior staff on May 15, 2008.

No RSVP is required to attend any of the Committee's ethics training sessions. Due to seating limitations, **attendance is on a first come, first served basis**. No one will be admitted once the training has begun.

Members and staff with any questions may contact the Committee's Office of Advice and Education, at (202) 225-7103.